Missouri Department of Health and Senior Services Child and Adult Care Food Program Child Care Centers Policy and Procedure Manual

Table of Contents

Chapter 1.	Introduction	
	General	1.1
	History – National Level	
	Administration	
	Assistance Available	
	Definitions	
	Acronyms	
Chapter 2.	Eligibility Requirements	
	Private Non-Profit Centers	2.1
	For-Profit Centers	2.2
	Public Centers	2.3
Chapter 3.	Applying to the Program	
	Forms to Complete	3.1
	Review Process of Applications	3.
	Updating Application Information	3.3
	Contract	3.4
Chapter 4.	The Reimbursement System	
	Reimbursement Rates	4.1
	Deadlines for Claim Submission	4.2
	Claims Processing	4.3
	For-Profit Title XX Centers	4.4
	For-Profit Free/Reduced Eligible Centers	4.5
	Participation Controls	4.6
	Changes in Authorized Representative	4.7
	Mandatory Training Requirement	4.8
	Access to the CACFP Web-Based System	4.9
Chapter 5.	Requirements of Management – Independent Centers (IC's)	
	Independent Child Care Centers – Application Information	
	Independent Child Care Centers – Required Recordkeeping	5.2
	For-Profit Centers – Monthly Title XX or Free/Reduced Verification	5.3
	Outside School Hour Centers	5.4

Missouri Department of Health and Senior Services Child and Adult Care Food Program Child Care Centers

Policy and Procedure Manual

	Criteria for Claiming Meals	5.5
	Audits	5.6
	Civil Rights Data Collection	5.7
	Civil Rights Complaint Procedure	5.8
	Production Records – Food Service Contractors	
	Production Records – Minimum Requirements for Food Service	
	Contractors	5.10
	Claiming Infants	
	Household Contacts	
	Self-Prep Kitchens – Minimum Equipment Requirements	5.13
Chapter 6.	Requirements of Management – Sponsoring Organizations	
	Application	
	Adds or Deletes	6.2
	Required Recordkeeping.	6.3
	Disbursements	6.4
	Required Recordkeeping	6.5
	Application Information	
	For-Profit Centers – Monthly Title XX or Free/Reduced Verification	6.7
	Outside School Hours Center	6.8
	Criteria for Claiming Meals	6.9
	Audits	
	Household Contacts	6.11
	Child and Adult Care Food Program Survey for Child Care Centers	
	Program Assistance	
	Civil Rights Data Collection	
	Civil Rights Complaint Procedure	
	Agreement	
	Production Records – Food Service Contractors	
	Production Records – Minimum Requirements for Food Service	
	Contractors	6.17
	Claiming Infants	
Chapter 7.	Meal Pattern	
	Requirements for Meals Ages 1-12	7.1
	Infant Feeding	
	Component Definitions	
	Types of Meal Service	
	Food Substitutions for Disability and Medical or Special Dietary Needs	
	Milk Substitutions for Medical or Special Dietary Needs (Non-Disability) .	7.5B
	Parents Providing Food	
	Meals Eaten at Another Location	
	Processed Foods	7.8

Missouri Department of Health and Senior Services Child and Adult Care Food Program Child Care Centers

Policy and Procedure Manual

	Meal Service Times and Duration.	7.9
Chapter 8.	Recordkeeping	
	Draw on of December	0.1
	Purpose of Records	
	Records to Support the Claim	
	Records to Support Compliance	
	Records to Support For-Profit Eligibility	
Chapter 9.	The Monitoring Visit	
	Areas Which Will Be Monitored	9.1
	Meal Count Verification	9.2
	Monitoring Policy	
	The Monitoring Report	
	Meal Service Compliance	
	Non-Profit Food Service Verification	
	Monitoring Findings (renumbered 1/08, previously 9.9)	
	Review of Food and Milk Purchase Verification	
	Deficiencies/Disallowances (renumbered 1/08, previously 9.7)	
	Termination and Disqualification	
	Suspension of Participation Removal from the NDL	
Chapter 10.	Free and Reduced Price Meals	
	Non-Pricing Institutions – Policy Statement	10.1
	Pricing Institutions – Policy Statement	10.2
	Press Release	
	Income Eligibility Form Overview	
	Application for Free and Reduced Price Meals	
	Letter to Parents	
	Determination of Eligibility – Non-Pricing	
	Determination of Eligibility – Pricing	10.8
Chapter 11.	Procurement	
	Overview	
	Determining the Purchase Method	
	Developing the Invitation For Bid	
	Criteria for Awarding the Bid	
	Opening, Evaluating, and Awarding the Bid	
	Monitoring the Contract	
	Standards of Conduct	11.7

Missouri Department of Health and Senior Services Child and Adult Care Food Program Child Care Centers Policy and Procedure Manual

Chapter 12. Complaint and Appeal Proceed	lures
--	-------

	Actions Which Can Be Appealed	12.1
	Types of Appeals	
	Filing an Appeal Request	12.3
	Determination of the Hearing Officer	12.4
	Appeal of Propose to Terminate Seriously Deficient	12.5
	Payments During the Administrative Review Process	12.6
Chapter 13.	Commodities	
	Commodities	13.1

Index

Reference: 7CFR 226

Child Care Centers – Recordkeeping Essentials of the CACFP Child Care Centers – Income Eligibility Guidance for the CACFP

CACFP Food Chart – Children CACFP Food Chart – Infants Creditable Foods Guide

Missouri Child and Adult Care Food Program web site:

http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/index.php